



DIRK KEMPTHORNE, GOVERNOR
Roger B. Madsen, Director

WIAB 04-01

DATE: December 3, 2001
TO: All Local Workforce Investment Areas
FROM: Cheryl A. Brush, Chief, Workforce Systems Bureau
SUBJECT: PY 2001 Expenditures

As the mid year is quickly approaching, we are requesting the assistance of Workforce Investment Area staff in a review of obligations and expenditures for the remainder of PY 01. The attached worksheet displays expenditures through the month of October which represents one third of the year. As you will note, with few exceptions, expenditures for Adults, Youth and Dislocated Worker Programs are below 30% for all Areas. Year-end projections based upon the first four months range from 80% for the Dislocated Worker Program to 67.5% for the Youth Program. We would hope to see these figures in the 85-90% range.

We are taking a number of steps to foster better utilization of these funds. The WIA system has many reports available that can be used to analyze performance and expenditure information. We believe, however, that improving processes for collecting and reporting obligations and improving the timeliness of information on classroom training payments may make these reports more meaningful and improve our ability to manage the funds we have available. We also are looking into options for expanding participation in our Youth Programs which we hope to discuss with you after the beginning of the new year.

Our most immediate concern is to obtain more detailed estimates for future expenditures for these programs and develop strategies for the utilization of existing State 15% funds. We are requesting that WIB staff contact providers to obtain up to date obligations for the remainder of PY 01. We are also requesting feedback from area staff and program providers as to the expected level of expenditures in each program, the reasons for current under-expenditures and suggestions to address this issue. As you know, this continues to be an area of intense interest for Congress and our Federal partners and under-expenditure can jeopardize future resources. More importantly, we are concerned that we may be denying services to individuals when we have adequate resources we can direct toward services.

By December 17th, we would like you to provide us with the following information for each program, Adult, Youth and Dislocated Worker:

1. Current obligations for individuals enrolled in activities (those already enrolled in a program activity);
2. Known future obligations for individuals who have yet to be enrolled in a particular activity, but for whom you have a plan to do so (we expect this to be the situation for a number of individuals scheduled for enrollment in school in January who have yet to be enrolled in an activity);
3. Planned level of expenditures for year end including both program and staff dollars;
4. Requests for additional dislocated worker resources, if any; and
5. Reasons for under-expenditure and any recommendations for improving fund utilization.

We would also like to make certain that our automated system is as accurate as possible because we often rely on this information to make funding decisions. WIA providers should be alerted to the importance of maintaining up to date data on the WIA MIS as participants are enrolled and/or exited. In order to give time to providers to update this information, we are asking that obligation records for each participant be reviewed and updated as appropriate no later than Friday, January 4, 2002. To the extent possible, our automated system should be consistent with obligations maintained off-line by the various provider organizations.

It is our intent to release additional state funds to those areas requiring additional dollars to provide dislocated worker services provided that those funds will be used. If additional funds are not needed, we must make plans to redirect those resources to other priorities. This is our reason for providing a relatively short timeframe for collecting this information.

If you have any questions, you may contact Bruce Harrold, your Grants Management Officer or me.

Attachment

File: PY 01 Expenses Local Areas
Expenses through October 2001
November 13, 2001

	Region I	Region II	Region III	Region IV	Region V	Region VI	State Total	Projected 12 mo * 12	Balance
Local Ad Budget	\$ 435,956	\$ 115,373	\$ 271,293	\$ 153,638	\$ 108,311	\$ 135,474	\$1,220,045		
Admin Allocated	\$ 366,754	\$ -	\$ 223,672	\$ 153,638	\$ -	\$ 93,988	\$ 838,052		
Local Ad Exp.	\$ 125,137	\$ 35,397	\$ 84,541	\$ 29,576	\$ 35,634	\$ 27,474	\$ 337,759	\$1,013,277	\$ 206,768
Percent	28.7%	30.7%	31.2%	19.3%	32.9%	20.3%	27.7%	83.1%	
Adult Program Budget	\$ 1,495,230	\$ 394,878	\$ 846,316	\$ 393,502	\$ 344,802	\$ 400,575	\$3,875,303		
Adult Program Exp	\$ 392,568	\$ 86,423	\$ 174,114	\$ 109,144	\$ 104,591	\$ 85,129	\$ 951,969	\$2,855,907	\$1,019,396
Percent	26.3%	21.9%	20.6%	27.7%	30.3%	21.3%	24.6%	73.7%	
Disl Wkr Program Budget	\$ 1,127,232	\$ 287,924	\$ 1,329,378	\$ 471,129	\$ 581,268	\$ 515,898	\$4,312,829		
Disl Wkr Program Exp	\$ 362,630	\$ 73,521	\$ 308,792	\$ 123,523	\$ 189,286	\$ 102,652	\$1,160,404	\$3,481,212	\$ 831,617
Percent	32.2%	25.5%	23.2%	26.2%	32.6%	19.9%	26.9%	80.7%	
Youth Program Budget	\$ 1,975,462	\$ 503,107	\$ 1,102,385	\$ 437,713	\$ 485,217	\$ 479,895	\$4,983,779		
Youth Program Exp.	\$ 440,567	\$ 125,005	\$ 206,296	\$ 151,007	\$ 84,080	\$ 114,059	\$1,121,014	\$3,363,042	\$1,620,737
Percent	22.3%	24.8%	18.7%	34.5%	17.3%	23.8%	22.5%	67.5%	
Local Rapid Response Bud	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 20,000	\$ 15,000	\$ 95,000		
Local Rapid Response Exp	\$ -	\$ 1,938	\$ 706	\$ 2,367	\$ 926	\$ 1,210	\$ 7,147	\$ 21,441	\$ 73,559
								22.6%	
Jaype Mill NEG Budget		\$ 927,603							
Program and Admin LO		\$ 81,821							

Local Admin percent is against total availability.

NEG budgets reduced by PY 00 expenditures

Local Admin includes both direct and indirect charges. Indirect charges over allocated budget will be backed out

Dislocated Worker budget includes all Rapid Response allocation minus the \$15,000